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Bulletin Number 26916BR

Type of Recruitment Open Competitive Job Opportunity

Department Board of Supervisors Executive Office

Position Title CHIEF, COMMISSION SERVICES, BOARD OF SUPERVISORS

Exam Number H1106F

Filing Type Open Continuous

Filing Start Date 01/22/2014

Salary Type Monthly

Salary Minimum 7586.91

Salary Maximum 9950.27

Special Salary Information TRAFFIC MITIGATION ALLOWANCE: The County of Los Angeles provides employees who work in the Civic Center a \$70/monthly transportation allowance that may be used towards alternate modes of mitigation and/or parking. In addition, the mitigation Commuter Center provides schedules for bus and rail transportation as well as information on joining carpools or vanpools.

Benefits Information **Non-Represented Employees**

- Cafeteria Benefit Plan • Defined Contribution Retirement Plan • Deferred Compensation & Thrift Plan • 11 Paid Holidays • Generous Vacation and Sick Leave Benefits • Flexible Work Schedules

Position/Program Information Has immediate charge of the Commission Services Division in the Executive Office of the Board of Supervisors. The one position allocable to this class reports to a Deputy Executive Officer, Board of Supervisors and is distinguished by its responsibility for supervising the work of staff providing support to various County Commissions. The position requires the incumbent to exercise a knowledge of the principles of supervision, knowledge of the commissions as well as the department's overall activities, including strategic planning, and the ability to establish and maintain effective working relationships with the Board of Supervisors, all levels of departmental management, and commissioners. Most work assignments require effective written and oral communication skills for such things as, clear communication with subordinate staff, preparation of the annual budget for the Division, and

formulation of administrative policies.

Essential Job Functions

- Plans, assigns and evaluates the work of the Division.
- Supervises the work of staff providing support to various County commissions, Joint Power Authority Commissions, and non-profit corporations.
- Plans, develops, and implements commission programs and special events such as the Annual Awards Luncheon, and scholarship programs.
- Interfaces with affiliate organizations to keep abreast on all issues affecting the various commissions supported by the Division.
- Makes necessary improvements to procedures and processes to increase the Division's operational efficiency and effectiveness, using the latest technologies and methodologies.
- Assists in the formulation and interpretation of administrative policies related to the operations of the Executive Office of the Board of Supervisors.
- Reviews legislation affecting the operations of the Division and develops procedures to implement such legislative changes.
- Prepares and administers the annual budget for the Division.
- Maintains effective liaison with the Board of Supervisors, other divisions, County departments, outside agencies, and community groups.

Requirements

MINIMUM REQUIREMENTS:

Graduation from an *accredited four year college -AND- four years experience in a **highly responsible staff capacity analyzing and making recommendations for the solution of problems of organization, systems and procedures, program, and budget or personnel, one year of which must have been supervising staff in a responsible capacity at the level of Los Angeles County's class of ***Supervising Administrative Assistant II -OR - One year experience in a highly responsible supervisory or administrative capacity at the level of Los Angeles County's class ****Head, Commission Services, Board of Supervisors

Physical Class

Physical Class II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Liaison experience interacting with legislative bodies,

	<p>governmental agencies, or executive managers</p> <ul style="list-style-type: none"> • Experience managing multiple tasks and complex projects, changing assignments, multiple priorities, meetings, constrained deadlines, to achieve operational objective. • Experience researching organizational rules, policies, procedures, and special terminology in order to respond to organizational inquiries. • Experience developing procedures and processes to improve and increase the needs of the organization.
Special Requirement Information	<p>*In order to qualify for this examination, you must include a legible photocopy of your "official" diploma, "official" transcripts, or "official" letter from an accredited institution which shows the area of specialization <u>at the time of filing or within 15 calendar days of filing</u>.</p> <p>** Highly Responsible Staff Capacity is defined as: Staff experience at the senior level with extensive knowledge of program related area, processes and procedures, and experience in a specific subject matter.</p> <p>***Supervising Administrative Assistant II is defined as: Plans and supervises the work of staff engaged in analyzing and making recommendations for the solution of problems of organization, budget, systems and procedures, facilities planning, program, general management and personnel in a large County department.</p> <p>**** Head, Commission Services, BOS is defined as: Assists in directing the day-to-day operations of the Commission Services Division in the Executive Office of the Board of Supervisors.</p>
Accreditation Information	<p>Accreditation: *Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the Association of International Credential Evaluators, Inc. (AICE).</p>
Examination Content	<p>THIS EXAMINATION WILL CONSIST OF:</p> <p>An Evaluation of Experience based on application information and desirable qualifications and supplemental questionnaire form weighted 100%.</p> <p>Each candidate's background will be evaluated on the basis of</p>

information provided on his/her "Standard Los Angeles County Employment Application" and **Supplemental Application form** that pertains to the areas of "Minimum Requirement" and "Desirable Qualifications" to determine the level and scope of their preparation for this position.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

Special
Information

For more information about the Los Angeles County Executive Office of the Board of Supervisors, you may visit their website at: <http://www.bos.lacounty.gov/>.

Vacancy
Information

The resulting eligible register for this examination will be used to fill a vacancy in the Executive Office of the Board of Supervisors

Eligibility
Information

The names of candidates receiving a passing grade of 70% or higher in the examination will be placed on the eligible register in order of their score group for a period of 12 months following the date of promulgation.

RETAKE: No person may compete in this examination more than once every 12 months.

Available Shift

Day

Application and
Filing
Information

ONLINE FILING ONLY. Resumes cannot be accepted in lieu of applications, although resumes and supporting documents may be uploaded as attachments to the online application.

APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, FAX, OR IN PERSON.

Click on the following link to access the Supplemental Application Form:

http://file.lacounty.gov/dhr/ehr/cms1_205093.doc

Applicants must apply online by clicking on the tab above or below this bulletin that reads, APPLY TO JOB, so you can apply online and track the status of your application and get notified of your progress by email.

Applicants must submit their application and Supplemental Application Form by 5:00 pm, PST, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 626-1398 within 15 calendar days of filing. Please include your name, exam number and exam title.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING

ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111,etc) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

No sharing of User ID and Password: ALL APPLICANTS MUST FILE THEIR APPLICATION ONLINE USING THEIR OWN USER ID AND PASSWORD. Using a family member or friend's user ID and password may erase a candidate's original application record.

For candidates who may not have regular access to a computer or the internet, applications and supplemental application form can be completed using computers at public libraries throughout Los Angeles County.

This examination will remain open until the needs of the department are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice .

The acceptance of your application depends on whether you have clearly shown that you meet the Minimum Requirements. Please fill out your application completely and correctly to receive full credit for any related training, and job related experience. All information and records are subject to verification. Applications may be rejected at any stage of the selection process. We may reject your application at any time during the selection process.

FAILURE TO PROVIDE COMPLETE INFORMATION INCLUDING THE NAME(S) AND ADDRESS(ES) OF YOUR EMPLOYER(S); YOUR JOB TITLE(S); BEGINNING AND ENDING DATES; THE FUNCTIONS PERFORMED INCLUDING A DESCRIPTION OF YOUR ROLE; LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE OF YOUR ORGANIZATION, COMPLEXITY AND LEVEL OF ACCOUNTABILITY RELATED TO YOUR EXPERIENCE MAY IMPACT THE ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it is related to meeting the Selection Requirements and Supplemental Application Form.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov/> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name

Barbara Aldana

Department Contact Phone

213-893-0930

Department Contact Email

bcastaneda@bos.lacounty.gov

ADA**Coordinator Phone**

213-974-1421

Teletype Phone

213-974-1707

California Relay Services Phone

1-800-735-2922

Job Field

Administration

Job Type

Professional

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